

ADMINISTRATIVE - INTERNAL USE ONLY

U/FBIS Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director, Foreign Broadcast  
Information Service

EXTENSION

NO.

FBIS-1178/85

SSTAT

DATE

19 August 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Science and Technology  
Room 6E45 - Headquarters

2.

3. Director of Logistics  
Room 2B07

4. ATTN: Chief, Real Estate  
and Construction  
Division

5.

6.

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12.

13.

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15.

FORM  
1-79

610

USE PREVIOUS  
EDITIONS

GPO : 1983 O - 411-632

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FBIS-1178/85  
19 August 1985

MEMORANDUM FOR: Director of Logistics  
ATTENTION: Chief, Real Estate and Construction Division  
THROUGH: Deputy Director for Science and Technology  
FROM:  Director, Foreign Broadcast Information Service  
SUBJECT: Additional Leased Space at 1000 North Glebe Road

STAT

1. The Joint Publications Research Service (JPRS) of FBIS occupies most of the ground floor of the building at 1000 North Glebe Road, Arlington. (The floor is also occupied by a State Farm insurance agent and a small snackbar.) The present offices are sufficient for present staffing and operations, but allow no room for any expansion.

2. FBIS will be establishing a new S&T Center in Key Building as of 1 October 1985, involving the addition of personnel to expand the exploitation of S&T literature. This will necessitate the addition of a new S&T Section, with additional personnel, at our JPRS facility to handle the increased workload there. FBIS also has plans in FY-1986 to establish an offsite S&T unit, composed of uncleared contract employees which could be housed at JPRS were space available.

3. The ground floor offices at 1000 North Glebe Road include a 600 square foot room that is presently unoccupied and unleased but, according to the building manager, is available for leasing. While this would not solve all of JPRS' space needs, it would provide needed space until a more permanent arrangement could be worked out.

4. As discussed with Chief, JPRS request you add the empty 600 square foot room on the ground floor of 1000 North Glebe Road to the space presently leased by JPRS. The lease should run concurrently with the lease on our present space, which expires in 1987.

STAT

cc: C/AS/DS&T

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DDS&T/FBIS/ [REDACTED] 19Aug85)

STAT

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